Bates

Program Name:	Industrial Trades
Primary Contact:	Gloria Garner ggarner@bates.ctc.edu
Program Summary:	The Industrial Trades I-BEST program prepares students for entry into the high demand, high wage industry of machining, manufacturing, and other related industries. Students receive skills training in industry-specific mathematics, welding, and employment success strategies.
Program Name:	Electronics
Primary Contact:	Gloria Garner ggarner@bates.ctc.edu
Program Summary:	The Electronics IBEST offers a core of instruction that will prepare students for entry-level employment or continuation into approximately eight career training programs offered at Bates Technical College. All credits articulate directly into certificate programs.

Bellevue

Program Name:	Integrated Office Assistant Certificate for ESL
Primary Contact:	Garnet Templin-Imel gtemplin@bellevuecollege.edu
Program Summary:	The Integrated Office Assistant Certificate for ESL includes fundamental coursework that satisfies prerequisites for the following certificate and degree programs at BCC: Administrative Assistant (one-year certificate) 52.0204 Communications Assistant (one-year certificate) 52.0204 Office Manager (Associate of Arts degree) 52.0204
Program Name:	Nursing Assistant Certified NAC for ESL
Primary Contact:	Garnet Templin-Imel gtemplin@bellevuecollege.edu
Program Summary:	BCC's Nursing Assistant Certified for ESL program prepares ESL level 5/6 students to assist registered nurses or licensed practical nurses in providing basic nursing care for patients in acute and long-term settings. This training also prepares students to pass the NAC state exam. Included in this certificate option is a CPR certification. This two-quarter 14 college-level credit program combines lecture, classroom lab and clinical training in local hospitals and long term care facilities. An additional VESL class offers extra support. Successful completion of the I-BEST Nursing Assistant Certified program will give students preferential status, towards the highly competitive nursing program.
Program Name:	Infant Toddler Care Program for ESL
Primary Contact:	Garnet Templin-Imel gtemplin@bellevuecollege.edu
Program Summary:	The Infant Toddler Care for ESL program will provide a customized pathway for non-native English speakers to successfully complete the three-quarter Infant and Toddler Care certificate, providing them with the technical and language skills necessary to care for infants and toddlers. This 28-credit integrated program prepares students to obtain entry level employment. Graduates will find opportunities for meaningful employment as teachers in preschool, childcare centers and self-employment opportunities. Students work with children in a variety of settings. Emphasis is placed on active student involvement; coursework includes observation, participation and practical experience. Students completing the Infant Toddler Care for ESL program earn credits towards the AA Degrees and Certificates of Achievement in Early Childhood Education and Early Childhood Special Education. The classes will be co-planned, co-taught, co-delivered and co-assessed by instructors from the ESL and the Early Childhood Department.

Bellingham

Program Name:	Vehicle Service Technician
Primary Contact:	Rosalind Spitzer rspitzer@btc.ctc.edu
Program Summary:	Completers of the one-quarter I-BEST program will qualify for jobs such as lube technician, tire service, and general service technician, and will be on a career path for diesel technician and automotive technician, upon the completion of the two-year degree program.
Program Name:	Business & Computer Information Systems
Primary Contact:	Patricia McKeown pmckeown@btc.ctc.edu
Program Summary:	The target population for the I-BEST Business & Computer Information Systems program will be both ABE (level 3) and ESL (level 5) students. The I-BEST program student will attend classes for five quarters. I-BEST will include approximately 80 computer and general education credits that will be applicable towards a variety of programs included in the Business & Computer Information Systems department. At the end of the fifth quarter of the I-BEST program, students will be able to obtain IC^3 (software) certification, obtain a Receptionist certificate, go to work and/or go on to the next certification level and/or degree in their selected field of study.
Program Name:	Child Development (CDA) Essentials Program
Primary Contact:	Patricia McKeown pmckeown@btc.ctc.edu
Program Summary:	The Child Development (CDA) Essentials Program prepares students for work in the early childhood care and education field. The target population for the I-BEST Child Development (CDA) Essentials program will be both ABE (level 2) and ESL (level 4) students. The I-BEST CDA Essentials program student will attend classes for 7-10 hours per week (four Child Development, three-six ESL/ABE), over three full quarters. At the end of the third quarter of the I-BEST program, students obtain the Child Development (CDA) Essentials certificate and can transfer to Whatcom Community College with 12 credits toward their one year certificate or two year degree in Early Childhood Education.
Program Name:	Welding Technology
Primary Contact:	Patricia McKeown pmckeown@btc.ctc.edu
Program Summary:	The target population for the I-BEST Welding program will be both ABE (level 3) and ESL (level 5) students. The I-BEST Welding program student will attend classes over two full quarters. I-BEST will include 17 credits applicable towards the Basic Welding or Industrial Welding Certificates or AAS Welding Technology degree, which includes WABO certification. At the end of the second quarter of the I-BEST program, students will obtain a Welding Helper certificate and go to work and/or go on to the next certification levels and degree.
Program Name:	Health Career Foundations
Primary Contact:	Roz Spitzer rspitzer@btc.ctc.edu
Program Summary:	The target population for the I-BEST Allied Health program will be both ABE (level 3) and ESL (level 5) students. The I-BEST program student will attend over seven full quarters and receive certificates in Caregiving and Nursing Assistant. Students will also complete 30-35 college-level credits required by a variety of BTC's health programs, including Practical Nursing, Dental Assistant and Surgery Technology.

Bellingham

Program Name:	Basic Industrial Technology Certificate (Option I or II
Primary Contact:	Susan Parker sparker@btc.ctc.edu

Program Summary: The Basic Industrial Technology I-BEST program student will attend classes for three quarters. This I-BEST schedule will include approximately 10-15 credits applicable towards the Electronics Technology (in Biomedical, Manufacturing, Telecommunications, or Computer Systems), Instrumentation & Control Technology, Electro Mechanical Technology or Process Technology AAS and AAS-T degree.

Program Name:	Electrical Foundations
Primary Contact:	Susan Parker sparker@btc.ctc.edu

Program Summary: Electrical Foundations students will attend classes for two quarters for 19 college-level credits. All college-level credits will be applicable towards the one-year Electro Mechanical certificate or two-year degree, and the five-quarter Electrician degree.

Program Name:	Pastry
Primary Contact:	Susan Parker sparker@btc.ctc.edu

Program Summary: The Pastry I-BEST program students will attend classes for three quarters. This I-BEST schedule will include approximately 24-29 college-level credits and result in a Pastry certificate. The college-level credits will be applicable towards BTC's Culinary Arts AAS and AAS-T degree.

Big Bend

Program Name:	Commercial Driver's License
Primary Contact:	Sandy Cheek sandyc@bigbend.edu

Program Summary: CDL training is a terminal certificate in commercial truck driving that leads to employability at higher wages, the CDL course credits are above 100 level, making them transferable as elective credit towards other certificates or degrees.

Program Name	Medical Assistant
Primary Contact:	Sandy Cheek sandyc@bigbend.edu

Program Summary: The I-Best Medical Certificate of Achievement (67 credits) prepares students for a position as a Medical Assistant. Of the 67 credits of the Medical Assistant program, 38 credits are common to both the Business Medical Services Pathway and the Medical Assistant Pathway. Students who have completed the Certificate have preferential status for admission into the AAS Medical Assistant degree program.

Program Name:	Welding
Primary Contact:	Sandy Cheek sandyc@bigbend.edu

Program Summary: The welding classes are competency-based and allow students to acquire skills and competencies that apply to a welding certificate or degree. Depending on their entry level of skills and their hourly participation, students progress at their own rate toward course completion. Six credits of Welding 111 and 3 credits of Welding 112 are required as part of the Certificate of Achievement.

Big Bend

Program Name:	Early Childhood Education
Primary Contact:	Sandy Cheek sandyc@bigbend.edu

Program Summary: This project supports ESL/ABE students through an ECE program. The participants work with young children as employees at cooperative and private nursery schools, Head Start Centers, Early Childhood Education Assistance Programs and in programs for children with special needs. This project develops a pathway for students in need of basic skills support through the entire Associate in Applied Science Degree in Early Childhood Education and prepares students for entry-level positions in child care facilities as part of a career pathway in education. Fifty-three of the 90 credits within this AAS degree in Early Childhood Education are IBEST-eligible. This pathway includes multiple stop out and re-entry points with increased levels of employment at each stop out point. A full-time student can complete the degree in two years. The first 12 credits count toward a CDA and could be achieved in two quarters of part-time enrollment. This program is designed for adults currently working in childcare settings and participating in part-time education and training.

Cascadia

Program Name:	Office Skills Integrated with ABE
Primary Contact:	Ron Wheadon rwheadon@cascadia.ctc.edu

Program Summary: The Office Skills Integrated with ESL is a three quarter 19 credit certificate program. Individuals completing the certificate can enter the Computer Applications Specialist Certificate with 11 of the required 36-38 credits. The credits directly meet course requirements in the new Administrative Office Management AAS-T Degree.

Program Name:	Technical Support Specialist Certificate
Primary Contact:	Gail Miulli gmiulli@cascadia.ctc.edu

Program Summary: The Technical Support Specialist Certificate program is a two-quarter, 30-credit, full-time program. This program is open to high-level ESL and ABE learners and is designed to prepare learners for entry-level, high-wage, high-demand positions in the IT field. In addition to preparing students for entry-level positions, this program also prepares students to go on to the Network Specialist Certificate and the Networking Technology AAS-T degree.

Program Name:	Phlebotomy Integrated with ABE
Primary Contact:	Adrienne Lugg alugg@cascadia.ctc.edu

Program Summary: This two quarter phlebotomy certificate is designed to provide individuals with the theoretical background and manual skills required for accurate blood collection using a range of intrusive procedures. Through classroom activities, hands-on lab projects, and an externship in a community hospital, clinic, medical office, students will learn how to collect, handle, and analyze specimens using applicable standards and regulations. The program also promotes professional ethics, teamwork, and communication skills to help prepare individuals for entry-level phlebotomy positions.

Centralia

Program Name:	Early Childhood Education
Program Contact:	Durelle Sullivan dsullivan@centralia.edu

Program Summary: The ECE I-BEST Program is offered in a three quarter cohort that will provide a customized pathway for Levels 5 & 6English as a Second Language (ESL) students and Levels 3 – 6 Adult Basic Education (ABE) students to successfully complete the Infant-Toddler Child Development Associate (Infant-Toddler CDA) Training. After successful completion students will have the skills to obtain employment or continue their education. The Infant-Toddler CDA Training includes 14 total college-level credits. Twelve credits will transfer into the ECE Certificate of Proficiency and the remaining two complete the required portfolio for the national CDA certification. The Infant-Toddler CDA is part of a longer pathway leading to completion of an Associate Degree in Early Childhood Education.

Program Name:	Nursing Assistant Certified
Primary Contact:	Durelle Sullivan dsullivan@centralia.edu

Program Summary: Centralia College is providing students an opportunity to obtain strong foundation of skills and entry level certifications for a career in Healthcare. Students will obtain state credentials in Home Health Care and Nursing Assistant Certified (NAC). After successful completion of the I-Best program, students will have the skills to obtain employment or continue up the healthcare career ladder. This Integrated NAC program is 210 hours in length and is 16 credits. The target populations are Adult Basic Education and English as a Second Language students as well as low income adults from our community.

Program Name:	Early Childhood Education Teacher/Child Care Specialist
Primary Contact:	Cheri Raff craff@centralia.edu

Program Summary: The Early Childhood Education Teacher/Child Care Specialist Certificate is a three-quarter program with students earning 48 college level credits. The first quarter prepares students to meet the Washington State Training and Registry System essential foundations for childcare workers. This is the first step to employability, enabling completers to work in a preschool, childcare center, Head Start, ECEAP or licensed in-home day care. All credits from the three-quarter certificate apply to the CDA Certificate, AAS and AAS-T ECE degrees as well as the BA in ECE and elementary education.

Clark

Program Name:	I-BEST/NAC
Primary Contact:	George Reese greese@clark.edu

Program Summary: This one quarter I-BEST/NAC program will prepare students for the Nursing Assistant State exam. Completers will be eligible for priority admission into the Phlebotomy program and will receive four bonus points toward admission in the nursing program. Completion of NAC is also required for admission into the Nursing Program.

Program Name:	Initial Child Care Certificate of Achievement
Primary Contact:	Danette Rudolph drandolph@clark.edu

Program Summary: This certificate includes initial child care required elements including STARS, First Aid CPR, and food handler's card, as well as 15 ECE credits (4 courses) that apply to further career and educational pathways, and a 5 credit I-BEST support class that includes content for developing employability and job retention skills.

Clark

Program Name:	Office Clerk Level 1 Certificate of Completion
Primary Contact:	Kristin Kautz kkautz@clark.edu

Program Summary: The 17 credit I BEST Office Skills Program is designed for students who wish to gain entry level office and foundational computer skills or for those who want to upgrade their skills. In two quarters, students earn the Office Skills Module I Certificate of Completion and complete all but one course of the Office Skills Module II certificate. By completing BTEC 149, Computer Applications Essentials, an in-depth course of the MS Office Suite, students will be well on their way to office applications proficiency, earn the Office Skills Module II certificate, and will also be on the pathway to earning a larger certificate in Business Technology. These I-BEST supported Office Skills certificates lead to a Front Office Assistant Certificate of Achievement and/or to an Administrative Assistant Associate in Applied Science Degree.

Program Name:	Certificate of Achievement in Wire Feed and Advanced Arc Welding Processes
Primary Contact:	Danette Rudolph drandolph@clark.edu

Program Summary: The two-quarter, 30 credit Certificate of Achievement in Wire Feed and Advanced Arc Welding Processes prepares completers to become entry level welders in a variety of job settings. T he curriculum includes the theory of GMAW, FCAW and SAW arc welding and lab practice to master these processes, as well as basic blueprint reading. Students will have the opportunity to earn American Welding Society certification in three welding processes.

Clover Park

Program Name:	Allied Health Aide
Primary Contact:	Lori Pollard Johnson lori.pollard-johnson@cptc.edu

Program Summary: This is a two-quarter program designed to provide instruction for ABE and ESL students in basic healthcare profession content. The program includes content in medical terminology, law and ethics in medicine, including HIPAA training, HIV/AIDS prevention, CPR and First Aid training, and basic computer and internet skills. Upon completion, graduates will receive a certificate in HIPAA training, a certificate showing completion of seven hours of HIV/AIDS prevention training, and a certificate in IBEST Allied Health Aide. These certificates qualify students to seek immediate employment in either home or assisted living care centers as Personal and Home Care Aides. The program, when combined with basic academic prerequisites, prepares students to continue their training, with priority acceptance, into the Pharmacy Technician Certificate or AA-S Degree programs, Surgical Technologist AA-T program, or Medical Assistant Certificate.

Program Name:	Architectural CAD Drafting
Primary Contact:	Mabel Edmonds mabel.edmonds@cptc.edu

Program Summary: The Architectural CAD Drafting I-BEST program is a 3 quarter part-time program designed to prepare students for success in the Architectural Engineering Design associate degree program at Clover Park Technical College. Each of the technical courses included in this program apply directly toward the associate degree. The courses selected for this I-BEST model provide foundational terminology, concepts, and knowledge essential for success in the architectural drafting industry. They also provide the technical skills required for entry-level CAD drafting positions. The program is 710 clock hours and 40 credits, spread over 3 quarters.

Clover Park

Program Name:	Chemical Dependency Specialist
Primary Contact:	Carmen Croppi carmen.croppi@cptc.edu
Program Summary:	The Chemical Dependency Specialist certificate will be a 3-quarter 44 credit program that prepares ABE/ESL students for employment in the human services field. All 44 credits will transfer directly to the Human Services Chemical Dependency AAT or AAS-T degree option.
Program Name:	Nursing Assistant-Certified
Primary Contact:	Mabel Edmonds mabel.edmonds@cptc.edu
Program Summary:	The Nursing Assistant (NAC) program will be lengthened to two quarters to allow sufficient amount of time for delivery of materials in an I-BEST platform. Students who plan to continue on with the LPN programs will be offered opportunities to take their academic English and math pre-requisite course in an I-BEST format. The LPN program is 4 quarters and students from the I-BEST program will be given preferential admission and acknowledgement for skills and knowledge obtained in the NA-C program.

Columbia Basin

Program Name:	Child Development Associate I (2 quarters)
Primary Contact:	Jason Clizer jclizer@columbiabasin.edu
Program Summary:	The Child Development Associate (CDA) I-BEST program is two quarters in length. It targets ABE and level 5/6 and transitional ESL students. Students will earn 10 college credits in the ECE pathway and 6-10 additional Basic Skills credits. ABE/ESL hours will focus on reading comprehension of the CDA text and application materials, writing competency statements for the CDA portfolio, and preparation for the GED or the COMPASS test.
Program Name:	Child Development Associate II (4 quarters)
Primary Contact:	Jason Clizer jclizer@columbiabasin.edu
Program Summary:	The Child Development Associate (CDA) I-BEST program is 4 quarters in length and will be taught primarily in Spanish with ESL support. It targets students who are currently a part of the Literacy and Educational Pathways for Latino Child Care Providers project. Students enrolled in this project who meet the I-BEST minimum entry criteria will earn 13 college credits in the ECE pathway and 12 additional Basic Skills credits. Stage one of this project is fully-funded by a Bill and Melina Gates Foundation "Promising Models" Grant. Stage two will consist of the CDA I-BEST at CBC. Stage two will focus on CDA I-BEST, including ECE content and ESL instruction.
Program Name:	Receptionist (Administrative Office Technology)
Primary Contact:	Jason Clizer jclizer@columbiabasin.edu
Program Summary:	The I-BEST/Receptionist program is two quarters in length and will prepare students to be reliable employees, apply software skills in preparing office documents, employ customer service skills and demonstrate critical thinking and communication skills. Completers will gain valuable education and work experience that will help them determine the next step on the Administrative Office Technology (AOT) and Health Information Technology (HIT) or Health Sciences Career Pathway at CBC.

Columbia Basin

Program Name: Medical Secretary Proficiency with NAC Training

Primary Contact: Donna Campbell   dcampbell@columbiabasin.edu

Program Summary: This is an introductory program for employment in a medical office. Students will be
qualified for employment as medical secretaries, ward secretaries, and health unit
coordinators as well as Nursing Assistant Certified (NAC). Students will have only
general education courses (13 credits) remaining to complete the Health Unit Coordinator
certificate. Additionally, students may also pursue other certificates such as Medical
Office Receptionist, Medical Billing Clerk, and Medical Coding Specialist certificates as all
36-38 credits apply. All credits also apply toward the AAS Medical Reimbursement and
Coding, AAS Medical Transcription, and AAS Administrative Assistant degrees.

Program Name: Medical Assistant

Primary Contact: Jason Clizer   jclizer@columbiabasin.edu

Program Summary: The I-BEST Medical Assistant program is four quarters in length and will prepare students
to work within a medical office with skills in clinical and patient care skills as well as office
administrative tasks. The one-year program includes 73-75 credits and provides a one-
year certificate in Medical Assistant, with the option of continuing to the two year
associate of applied science degree.

Program Name: Nursing Assistant Certificate

Program Contact: Jason Clizer   jclizer@columbiabasin.edu

Program Summary: The I-BEST NAC program is one quarter in length and will prepare students for the
Nursing Assistant State exam. Completers will gain valuable education and health care
experience that will help them determine the next step on the health sciences pathway.
Additionally, completers will be eligible for priority admission into the planned I-BEST
Phlebotomy program. NAC training is the first step on the Health Sciences Career
Pathway at CBC.

Program Name: Phlebotomy

Program Contact: Jason Clizer   jclizer@columbiabasin.edu

Program Summary: The I-BEST/Phlebotomy program is two quarters in length and will prepare students to be
reliable employees, use professional phlebotomy skills and to demonstrate critical thinking
and communication skills. Completers will gain valuable education and healthcare
experience that will help them determine the next step on the Health Sciences Career
Pathway at CBC.

Program Name: Medical Secretary Short-term Certificate

Program Contact: Jason Clizer   jclizer@columbiabasin.edu

Program Summary: The I-BEST Medical Secretary program is two quarters in length and will prepare students
to be reliable medical office employees, observe privacy and confidentiality, employ
customer service skills and demonstrate critical thinking and communication skills.
Completers will gain valuable education and work experiences that will help them
determine the next step on the Administrative Office/Health Information Technology or
Health Sciences Career Pathway at CBC.

Program Name: Solid Modeling for Manufacturing Certificate

Program Contact: Jason Clizer   jclizer@columbiabasin.edu

Program Summary: The I-BEST Solid Modeling for Manufacturing Certificate Program is three quarters in
length and will introduce students to Solid Works Design Software and practical

application. The program intent is to guide students through the software so they develop an understanding of how parts are designed as well as the concepts of blueprint construction and reading and how to practically apply common manufacturing skills and processes. Program will consist of 13 P/T credits.

Edmonds

Program Name:	Electronics Technology
Primary Contact:	Jerilee Mosier jerrilee.mosier@edcc.edu
Program Summary:	The 12 credit Electronics Technology program fits into the 29 credit Basic Electronics Certificate program, which is the starting point of the 90 credit ATA in Robotics and Electronics Technology.
Program Name:	Construction Industry Training
Primary Contact:	Judith Robison jrobison@edcc.edu
Program Summary:	Construction Industry Training (CIT) is a professional/technical program with a 7 credit "Quick Start" Certificate of Completion (COC). Upon completion of COC requirements the student has earned a 10-Hour OSHA (Occupational Safety and Health) certificate, a Flagger certificate, and a CPR/First Aid card. COC students are competitive for entry-level construction helper jobs with a median wage of $13.50 per hour. Students who have completed the COC successfully have earned 7 credits toward the 23 credit CIT Certificate program and would be expected to excel due to the enhanced support of the I-BEST course during the initial quarter. Graduates CIT of the Certificate program are competitive for construction laborer jobs with a median wage of $18.00 per hour. Additionally, graduates of the CIT Certificate program are eligible for direct entrance into the North Puget Sound Carpenter Union Apprenticeship Program. Both ABE and ESL students are target populations for the CIT programs. Student who complete the 23 credit CIT Certificate have the opportunity to count up to 12 of the credits as electives toward the 95-credit Construction Management ATA degree. With the ATA degree, a student can transfer to a 4-year college to complete a Bachelor's Degree in Construction Management.
Program Name:	Basic Medical Office Certificate of Completion
Primary Contact:	Karen Johnson kjohnson@edcc.edu
Program Summary:	The Basic Medical Office Certificate of Completion I-BEST is a two quarter 21 credit program that integrates basic skills and computer keyboarding, computer basics, medical terminology and billing with basic skills (ABE and ESL) to provide students with enough training to qualify for entry level positions in the medical office field and/or continue on to other certificate and ATA programs in medical office.
Program Name:	Allied Health
Primary Contact:	Jerrilee Mosier jerrilee.mosier@edcc.edu
Program Summary:	This I-BEST proposal integrates required prerequisites focusing on four programs: Phlebotomy Technician, EKG Technician, Nursing Assistant, and Pharmacy Assistant. Students will be able to complete prerequisites and at least one program in three to four quarters. The target population for this Allied Health I-Best proposal will be both ABE 4 and GED/HSC and ESL Level 5 students.
Program Name:	Parent Mentor Certificate
Primary Contact:	Jerrilee Mosier/Pat Copeland jerrilee.mosier@edcc.edu/pcopeland@edcc.edu

Program Summary: This I-BEST Parent Mentor Certificate is a 19 credit certificate of completion designed for bilingual "natural leaders" who will and can be hired as parent mentors in the public school system. This program is designed to be completed part-time over 5- 6 quarters and will lead to employment in school districts, social services agencies and family support centers.

(Next program on page 11.)

State Board for Community and Technical Colleges
Approved I-BEST Program Summaries

Edmonds

Program Name: Manufacturing and Materials Technolgoy

Primary Contact: Karen Johnson/David Chalif   kjohnson@edcc.edu/dchalif@edcc.edu

Program Summary: This six quarter program of 90 credits provides opportunities for students to earn a COC in Quality and Manufacturing and Materials Science Technology with options to advance up and into a Materials Science ATA with potential to move further along a career pathway.

Everett

Program Name: Welding/Fabrication

Primary Contact: Darrell Mihara   dmihara@everettcc.edu

Program Summary: I-BEST includes 13 credits applicable toward the certificate or ATA in Welding. I-BEST graduates will have priority registration when they are ready to continue in the Welding Program.

Program Name: Advanced Manufacturing

Primary Contact: Darrell Mihara   dmihara@everettcc.edu

Program Summary: I-BEST students enrolling in this program are recruited from populations at ABE Level 4 and ESL Level 4/5. After completion of the 18.5 I-BEST Manufacturing Technology credits, students will receive a *Certificate of Recognition* and qualify for assembly and fabrication jobs if they seek immediate employment, and/or they may apply up to 10.5 credits earned in the I-BEST classes to the pursuit of either a certificate or a degree in one of the pathways available in the Advanced Manufacturing Program. These pathways are as follows: Computer Aided Design; Precision Machining/CNC; Welding and Fabrication.

Program Name: Nursing Assistant

Primary Contact: Darrell Mihara   dmihara@everettcc.edu

Program Summary: I-BEST students enrolled in this program are recruited from individuals testing at the ABE level and populations for whom English is a second language. ABE students will be recruited from EvCC's WorkFirst program, DSHS. community partners and by referrals from EvCC's Nursing department. ESL students will begin by taking a preparation quarter Level 3 ESL integrated with medical terminology and an introduction to health care. For ESL students ,after the preparation quarter, the I-BEST quarter integrates Level 4 ESL (16 credits) with the Nursing 100 course (10 credits). For ABE students the I-BEST quarter integrates ABE Level 2 Communication with Nursing 100. After completion of the integrated I-BEST course and supplemental ESL credits (for ESL students), students will receive a Certificate of Completion and qualify to take the *NNAAP* exam (*National Nurse Aide Assessment Program*) for state certification. Once certified by the state, students will qualify for nursing assistant jobs if they seek immediate employment. Both ESL and ABE students can continue with education in one of the pathways available that lead to various health care jobs or careers.

Program Name: Sustainable Office

Primary Contact: Theresa Markovich   tmarkovich@everettcc.edu

Program Summary: Sustainable Office Skills is a 16-week 19 credit I-BEST certificate program. I-BEST students enrolled in the Sustainable Office program are recruited from individuals testing at ABE Level 2 and above and ESL Level 3and above. This program will combine ESL and ABE instruction with a series of technical classes to prepare students to work in occupations in a sustainable office environment. Upon completion of the program,

students will receive a college-level certificate and be prepared to enter into the office work environment. Participants may continue on a pathway to other certificates and degree programs offered at EvCC. The credits earned in this program are transferrable and are prerequisites for many of those pathway programs.

Grays Harbor

Program Name: Commercial Driver's License

Primary Contact: Mike Kelly   mkelly@ghc.edu

Program Summary: The I-BEST Certificate of Achievement in Commercial Driver's License (CDL) leads to employment in a high wage, high demand career. This two quarter, 25 credit program is designed for Adult Basic Education students. The CDL courses are above 100 and may be used as electives towards other certificates and degrees. We anticipate that 7 of the 9 CDL students will be I-BEST students.

Program Name: I-BEST Carpentry

Primary Contact: Mike Kelly   mkelly@ghc.edu

Program Summary: The I-BEST Certificate of Achievement in the Carpentry Program gives students priority placement in more advanced carpentry courses which lead to high wage, high demand jobs. This three quarter, 36 credit program, is designed for Adult Basic Education students.

Program Name: Automotive Technology

Primary Contact: Mike Kelly   mkelly@ghc.edu

Program Summary: The National Automotive Technicians Education Foundation (NATEF) approved Automotive Technology Program is divided into six core classes (16 credits each). The core classes are offered in a six quarter sequence and students may start any quarter. Students may earn an Associate of Technology (AT) degree, a Certificate of Completion, and/or six Certificates of Achievement (one for each core class). The I-BEST Certificate of Achievement in the Automotive Technology Program gives students priority placement in additional automotive courses which lead to high wage, high demand jobs. This three quarter, 48 credit program, is designed for Adult Basic Education students.

Program Name: Diesel Technology

Primary Contact: Mike Kelly   mkelly@ghc.edu

Program Summary: The six Diesel Technology core classes are clustered and taught concurrently. Students may start and quarter and approximately 10 I-BEST students will be enrolled in Diesel Technology courses with six other traditional students. Students may earn an Associate of Technology (AT) degree, a Certificate of Completion, and/or five Certificates of Achievement (one for each first 5 core classes). The I-BEST Certificate of Achievement in the Diesel Technology Program gives students priority placement in additional Diesel Technology courses which lead to high wage, high demand jobs. This three quarter, 48 credit program, is designed for Adult Basic Education students.

Program Name: Welding Technology

Primary Contact: Mike Kelly   mkelly@ghc.edu

Program Summary: The six Welding Technology core classes are clustered and taught concurrently. Students may start any quarter and approximately 10 I-BEST students will be enrolled in welding courses with other traditional students. Students may earn an Associate in Technology (AT) degree, a Certificate of Completion, and/or four Certificates of Achievement. The I-BEST Certificate of Achievement in the Welding Technology Program gives students priority placement in additional Welding technology courses which lead to high wage, high demand jobs. This three quarter, 53 credit program, is designed for Adult Basic Education students.

Grays Harbor

Program Name:	Human Services Technology
Primary Contact:	Mike Kelly mkelly@ghc.edu
Program Summary:	The I-BEST Certificate of Achievement in the Human Services program gives students priority placement in additional Human Services coursework which lead to high wage, high demand jobs. This three quarter, 20-credit program, is designed for Adult Basic Education students. There will not be any barriers for students to continue in the program.

Green River

Program Name:	Auto Body Technology
Primary Contact:	Rebecca Rhodes rrhodes@greenriver.edu
Program Summary:	Students in the Integrated IBEST/ Auto Body Technology program will gain core technical and soft skills related to auto body collision repair with emphasis on language, math and the needed basic skills. Topics will include instruction in English language skills, math, auto body repair safety and equipment, non-structural repair, basic metal working, paint preparation, refinishing and detailing. Basic industry ethics and customer service will be emphasized. Students approved for this two-quarter program (8 college level credits) have been accepted into the AutoBody program. The Auto Body competencies\ coursework selected for this certificate apply directly to the AAS-Auto Body Technology degree. All ABE\ESOL coursework is considered an enhancement or supplement to the instruction and are not counted toward the degree.
Program Name:	Early Childhood Assistant Teacher
Primary Contact:	Krista Fox kfox@greenriver.edu
Program Summary:	The Early Childhood Assistant Teacher I-BEST is designed to prepare graduates to be child care providers and/or assistant teachers. Courses in the I-BEST will focus on child development and learning, respect for diversity, teaching and learning. Students in the Integrated IBEST/ Early Childhood Assistant Teacher program will gain core technical and soft skills related to Early Childhood Assistant Teaching with emphasis on language, and the needed basic skills. Topics will include instruction in English language skills, math, basic STARS training, overview of the ECE teaching profession, Music and movements, child development, guidance and discipline and art for children. Basic workplace standards, child growth and development, and health and safety will be emphasized. Students approved for this three-quarter program (27 college level credits) have been accepted into the Early Childhood Education program. The Early Childhood Education coursework selected for this certificate applies directly to the AAA-Early Childhood Education degree.
Program Name:	Child Development Associate Preparation
Primary Contact:	Krista Fox kfox@greenriver.edu
Program Summary:	The Child Development Associate Preparation with ESOL course content focuses on child growth and development with emphasis on planning a safe, healthy, and supportive learning environment for young children and families as outlined by The Child Development Associates (CDA) National Credentialing Program. These functional areas are integrated with English literacy improvement. In addition, the national CDA credential requires that a student complete 480 hours of worksite placement experience. For students who are not yet employed in a child care facility, GRCC facilitates a placement and the advisor works closely with the student to implement the skills that they are learning in their course of study. Some students may choose to register for practicum

credit simultaneously, and these credits apply directly to both the ECE certificate of proficiency and the ECE AAA degree.

Green River

Program Name:	Fundamentals of Caregiving
Primary Contact:	Krista Fox kfox@greenriver.edu

Program Summary: This 8-credit, one-quarter Fundamentals of Caregiving program prepares students for entry-level health care jobs and position them to continue into the Nursing Assistant and/or Core Health Care Program prerequisites. Following completion of the prerequisites, students will be able to pursue education and careers in three healthcare fields – Licensed Practical Nurse, Physical Therapist Assistant and Occupational Therapy.

Program Name:	Welding I-BEST
Primary Contact:	Rebecca Rhodes rrhodes@greenriver.edu

Program Summary: The I-BEST Welding program will prepare students for entry-level welding jobs and position them to continue into three 26-credit certificate programs and the AAS Welding degree. The competency-based course allows students to acquire - at their own rate – the technical and basic skills required for WABO certification.

Program Name:	Aviation Technology
Primary Contact:	Rebecca Rhodes rrhodes@greenriver.edu

Program Summary: The I-BEST Aviation program will prepare students for entry-level jobs in the aviation industry and position them to continue into two 20-credit and one 41 credit certificate programs as well as either an AAS in Air Transportation or Air Traffic Control & Airline Dispatch. The competency-based course allows students to acquire the technical and basic skills required for a successful career in the aviation industry.

Program Name:	General Office Assistant
Program Contact:	Krista Fox kfox@greenriver.edu

Program Summary: The General Office Assistant I-BEST is designed to prepare students for entry-level employment in an office environment. The courses emphasize communication, employment skills, and business computer applications with an emphasis on MS Word documents and keyboarding/typing technique, speed and accuracy.

Program Name:	Community Forestry
Program Contact:	Rebecca Rhodes rrhodes@greenriver.edu

Program Summary: The I-BEST Community Forestry program will prepare ABE/ESOL students for entry-level jobs requiring skills and knowledge in protection and maintenance of green spaces, parks, recreation areas, riparian zones, wetlands, wildlife management areas, and forest reserves in urban and suburban environments. The I-BEST will position them to earn 15 credits in Green River's new 35-credit Natural Resources Certificate in Community Forestry.

Highline

Program Name:	Fundamentals of Allied Health
Primary Contact:	Alice Madsen amadsen@highline.edu

Program Summary: The Fundamentals of Allied Health certificate (11 credits) is incorporated as part of requirements of the Associate of Applied Science in Medical Assisting.   Credits in this certificate would also apply toward the Human Services Associate of Applied Science degree.

Highline

Program Name:	Certificate in Customer Service
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	This one-quarter long 13-credit program focuses on the skills, values, attitudes, and competencies necessary to gain entry-level employment in various business professions including tourism, hospitality, reception and front office. Students will develop computer/technical skills integral to the industry, learn appropriate interaction styles to provide information in response to inquiries, methods for handling and resolving conflict, and practice in creating and maintaining records. Students who complete this certificate will have earned 13 credits toward the longer 30-credit Business Department Customer Service Specialist Certificate. This Customer Services I-BEST certificate also directly articulates with the International Business, Hotel and Hospitality Management, and Travel and Tourism Industry Management certificates and on to respective AAS degrees.
Program Name:	Certificate: Introduction to Business Technology
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	The Introduction to Business Technology Certificate (15 credits) is incorporated as part of the core requirements of the Certificate of Completion and Associate of Applied Science Curriculum. All 15 credits articulate directly into the 50-52 credit certificates or the 98-102 AAS degree curriculum.
Program Name:	Childcare Assistant
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	The Childcare Assistant certificate (13 credits) is incorporated as part of the core requirements of the Associate of Applied Science in Early Childhood Education. The credits articulate directly into the 90-credit AAS degree curriculum.
Program Name:	Introduction to Print
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	The Introduction to Print certificate (12 credits) is incorporated as part of the core requirements of the Associate of Applied Science in Offset Printing. All 12 credits articulate directly into the 90-credit AAS degree curriculum.
Program Name:	Nursing Assistant
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	Completers of The Nursing Assistant program are prepared for the next step in professional core courses, pre-allied health general education courses, or high-level developmental education in preparation for either. Highline Community College is surrounded by large skilled nursing facilities that consistently have openings for Nursing Assistants Certified. Students in this program with have clinical experience in both skilled nursing and hospital settings.
Program Name:	Phlebotomy
Primary Contact:	Alice Madsen amadsen@highline.edu
Program Summary:	The Phlebotomy I-BEST will provide training and education in practices of phlebotomy for ABE/ESL students and others. This 15 college-credit one-quarter program, will prepare students as a phlebotomist, a health care worker trained to draw blood in hospitals, labs, doctor's offices, etc. These credits will apply to certificates and AAS degrees in the Medical Assistant program.

Highline

Program Name: Family Home Child Care Certificate

Primary Contact: Alice Madsen   amadsen@highline.edu

Program Summary: The Family Home Child Care Provider Certificate prepares completers to become providers of quality in-home care for infants and young children. The curriculum includes the state application process, requirements and regulations, equipment needs, setting up a schedule and activities, budgeting, and managing a home child care operation, best practices in child guidance, child development, and practical work experience. Students will earn a 16 credit certificate and be prepared to work in a licensed family home child care or to begin the process of starting their own family home child care. Students will have the added benefit of fully integrated English Language and Basic Skills development in conjunction with the family home care content as an additional ABE/ESL course to support their basic skills learning and language acquisition.

Program Name: School Age Care Certificate

Primary Contact: Alice Madsen   amadsen@highline.edu

Program Summary: The School-Age Care Provider I-BEST provides professional training and education regarding planning, implementing, and assessing quality programs for school-age children and youth. Students will earn a certificate and be prepared to work in a variety of "out-of-school" programs including before and after school care, recreation programs, and youth programs. The certificate is composed of four professional technical courses equaling 16 credits. Students will have the added benefit of fully integrated English Language and Basic Skills development in conjunction with the school-age care content as well as an additional ABE/ESL course to support their basic skills learning and language acquisition.

Lake Washington

Program Name: Business Applications Support

Primary Contact: Doug Emory   doug.emory@lwtc.edu

Program Summary: The I-BEST in Business Applications Support is a program option based on their existing Business Applications Support Associate of Applied Science Degree program (94 credits) and intended for students placed at the higher levels of English as a Second Language.

Program Name: Accounting Assistant (Certificate of Completion)

Program Contact: Mihaela Cosma   mihaela.cosma@lwtc.edu

Program Summary: The I-BEST Accounting Assistant Certificate of Completion prepares high level ESL and ABE students for entry-level positions such as bookkeeping, accounting, and auditing clerks. Students take a total of 37 credits over three quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the Accounting Paraprofessional Certificate of Proficiency and/or the Accounting AAS degree.

Program Name: General Service Technician (Certificate of Completion)

Program Contact: Mihaela Cosma   mihaela.cosma@lwtc.edu

Program Summary: The two-quarter I-BEST General Service Technician certificate of completion prepares intermediate/high level ESL and ABE students for entry-level positions such as auto service technicians, service station attendants, and lube technicians. It is intended to be an articulation option to the Auto Repair Technician Certificate of Proficiency and/or the Auto AAS degree.

Lake Washington

Program Name: Web Maintenance Certificate

Program Contact: Mihaela Cosma   mihaela.cosma@lwtc.edu

Program Summary: The I-BEST Web Maintenance certificate of completion prepares high level ESL and ABE students for entry-level secretarial positions in the area of business and information technology. Students take a total of 43 credits over two quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the MMDP Multi Media Design and Production (MMDP) Associate of Applied Science degree as well as the Business Administration Support (BAS) Associate of Applied Science degree.

Program Name: Energy Technology Certificate of Completion

Program Contact: Mihaela Cosma   mihaela.cosma@lwtc.edu

Program Summary: The I-BEST Energy Technology Certificate of Completion prepares high level ESL and ABE students for employment in the field of alternative energy. Students take a total of 26 credits over three quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the Bio-Energy Certificate of Completion and the Energy and Science Technician Associate of Applied Science Degree.

Program Name: Industrial /Laboratory Certificate of Completion

Program Contact: Mihaela Cosma   mihaela.cosma@lwtc.edu

Program Summary: The I-BEST Industrial/Laboratory Certificate of Completion prepares high level ESL and ABE students for employment opportunities in laboratory settings such as healthcare, agriculture, or the environment. Students take a total of 25 credits over two quarters while continuing their progress in Basic Skills. This I-BEST certificate is intended to be an articulation option to the Bio-Energy Certificate of Completion and the Energy and Science Technician Associate of Applied Science Degree.

Lower Columbia

Program Name: Administrative Support

Primary Contact: Chastity Clark   crclark@lcc.ctc.edu

Program Summary: Lower Columbia College's Administrative Support Certificate of Proficiency is a four-quarter certificate in which students earn 46 college level credits. The certificate prepares students for careers as administrative support professionals in a variety of business and medical offices. By taking an additional 10 credits (optional), students can complete the Medical Reception certificate and/or by taking an additional 6 credits (optional), students can complete the Legal Transcription certificate. All credits in the four-quarter certificate in Administrative Support apply to the AAS degree. Students completing the certificate have only an additional 33 credits to earn in order to complete their two-year ASS degree.

Program Name: Allied Health--Health Occupations for the Unemployed Worker

Primary Contact: Chastity Clark   crclark@lcc.ctc.edu

Program Summary: AH 101, 102, 131, 132 are co-requisites of the associate degree in nursing program. Students completing the Health Occupations Core can exit the program for jobs and/or continue with the 4th and 5th quarter classes (Bio 222,257; Psychology 205; Eng 101; Chemistry 111; Soc 110), then take the nursing admissions tests.

Lower Columbia

Program Name: Early Childhood Education

Primary Contact: Chastity Clark   crclark@lcc.ctc.edu

Program Summary: The Early Childhood Education certificate is a three-quarter program with students earning 44 college level credits. The first quarter prepares students to meet the Washington State Training and Registry System essential foundations for childcare workers. This is the first step to employability, enabling completers to work in a preschool, childcare center, Head Start, or licensed in-home day care. The certificate also fulfills the requirements for students to work as local para-educators. All credits from the three-quarter certificate in ECE apply to the AAS and AAS-T degrees and a BA in Elementary Education.

Program Name: Manufacturing Skills Certificate

Primary Contact: Chastity Clark   crclark@lcc.ctc.edu

Program Summary: The Manufacturing Skills Certificate is a new certificate completed in 4 quarters that includes 4 general education and 6 program courses for a total of 51 credits. Students can exit into the job market as production workers or continue education/training in one of two career tracks, Machinist Certificate or CNC Machinist.

Program Name: I-TRANS (Integrated Transitional Studies

Primary Contact: Jon Kerr   jkerr@lcc.ctc.edu

Program Summary: I-TRANS is a 10-30 college-level credit, 1-3 quarter, outcomes-based Integrated Transitional Studies program providing a pathway for students with the goal of earning a transfer or AA vocational degree to successfully bridge the gap between ABE, Developmental Education and college-level classes while earning college communication and humanities credits and increasing both academic skills and career opportunities. ABE and ESL Levels 5 and 6 enroll in a single, comprehensive program rather than a series of separate English courses. At the end of each quarter, students are assessed and awarded English 065, 075, 100, or &101 credit based on the outcomes met. The goal of teaching to the English &101 outcomes is to allow students to complete English &101 in a single quarter whenever possible. I-TRANS allows an ABE student to complete English &101 at any time the outcomes are met. If students do not meet the &101 outcomes the first quarter they can enroll in up to two additional quarters in order to complete English &101. Each quarter students also earn 5 humanities credits. English is team-taught with a 100% overlap concurrently and contextually within HUM &116, &117, and &118, insuring that transferable college level credits toward a DTA or AA are earned quarterly.

Olympic

Program Name: Manufacturing Technology Program

Primary Contact: Elaine Williams Bryant   ewilliams@olympic.edu

Program Summary: The Manufacturing Technology Program is a two-quarter, twenty-seven credit Certificate of Completion program of study that will provide students with entry-level manufacturing skills. The curriculum for the Manufacturing Program is based on the Manufacturing Advisory Group (MTAG) curriculum. The curriculum conforms to industry skill standards and SCANS competencies. It incorporates recommendations from Olympic College service area employers in Kitsap and Mason Counties and has been adapted to meet the basic skills needs of the students. This program is designed to be a first step to a career in advanced manufacturing technologies.

Olympic

Program Name: Nursing Assistant Program

Primary Contact: Elaine Williams Bryant   ewilliams@olympic.edu

Program Summary: The 2 quarter Nursing Assistant Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. Successful completion of the I-BEST Nursing Assistant program will give students an additional point, constituting preferential status, toward this highly competitive process by acknowledging the skills and knowledge obtained in the Nursing Assistant Program.

Program Name: Welding Program

Primary Contact: Elaine Williams Bryant   ewilliams@olympic.edu

Program Summary: The completers of this 2 quarter I-BEST Welding program can gain employment as entry level welders with local employers in Kitsap County and Pierce County. The I-BEST program fits into a two year advanced professional-technical program, Certificate of Specialization – Welding Technology (91 credits) that leads to an ATA Degree, Associates of Technical Arts. This pathway contains three certificates that build on one another and allows for multiple entrance and exit points. There is a 11 credit Certificate of Recognition – Precision Metal Cutting which provides students with a strong introduction to welding. There is also a one year certificate, Certificate of Completion-Welding Technology (44 credits).

Program Name: Early Childhood Education Program

Primary Contact: Tina Prentiss   tprentiss@olympic.edu

Program Summary: The Olympic College I-BEST Early Childhood Education Program provides 12 credits of the short term certificate (two quarters), Early Childhood Education Assistant – Certificate of Recognition (19 credits) which is a foundational certificate for a series of certificates and degrees (including transfer degrees) in Early Childhood Education. These courses, which are supported by Integrated Skills Labs for Early Childhood Education, are designed for ABE and ESOL students, in addition to other people from the community who have a GED or high school diploma, but require basic skills instruction.

Peninsula

Program Name: Automotive Technology Short-term Certificates

Primary Contact: Evelyn Short   evelyns@pcadmin.ctc.edu

Program Summary: The I-BEST Automotive Technology Short-term Certificates will prepare students for entry-level automotive jobs and allows them to build towards a one-year certificate as a General Service Technician or a two-year AAS Automotive Technology degree. Students who complete any or all of the short-term certificates will be earning credits towards the two-year degree.

Program Name: Medical Assistant Certificate

Primary Contact: Evelyn Short   evelyns@pcadmin.edu

Program Summary: The I-BEST Medical Assistant Certificate will include basic skills instruction in 46 out of 60.5 credits. This program will qualify students for employment in Clallam and Jefferson counties as medical assistants.

Program Name: Administrative Office Systems Certificate

Primary Contact: Evelyn Short   evelyns@pcadmin.edu

Program Summary: The I-BEST Administrative Office Systems Certificate program integrated with basic skills prepares students for work in the clerical and office administrative fields. Upon completion, students can apply credits from the I-BEST AOS Certificate classes to an AAS –T, a Bachelor of Applied Management degree, or a two year AAS AOS degree.

Peninsula

Program Name: Composite Structures Program

Primary Contact: Evelyn Short   evelyns@pcadmin.edu

Program Summary: The Composite Structures Program Certificate prepares students for the field of composite structure construction and repair as well as the use of catalyzed coatings and paints. This occupational field includes yacht and boat constructions and repair, specialized vintage automobile parts, building construction materials, marine pier construction materials, sport-related equipment construction, and many others. The 44 credit certificate includes 30 credits of composites instruction and 14 credits of general education requirements including First Aid, Math, and Human Relations.

Program Name: Welding Technology-Certificate

Primary Contact: Evelyn Short   evelyns@pcadmin.edu

Program Summary: The I-BEST Welding program will prepare students for entry-level welding job and allow them to build towards a two-year AAS Welding degree. The I-BEST program is fully integrated into the one-year welding program where 45 out of the 56 credits required for the certificate are integrated.

Program Name: I-BEST Chemical Dependency Counselor Short-term Proficiency Certificates

Primary Contact: Brian Walsh   brianw@pcadmin.ctc.edu

Program Summary: The I-BEST Chemical Dependency Counselor (CDC) program will provide students with a solid foundation in counseling and case management. Students will be able to earn two proficiency certificates totaling 38 credits applicable to the Chemical Dependency Counselor AAS degree. An 11 credit certificate in Youth Addiction Studies complements the two primary certificates.

Program Name: I-BEST Early Childhood Education Certificate

Primary Contact: Brian Walsh   brianw@pcadmin.ctc.edu

Program Summary: Students earning the I-BEST Early Childhood Education (ECE) Certificate or the Associate of Applied Science (AAS) degree will complete a significant pathway step by earning between 55 and 90 credits. The one-year certificate (55 credits) is incorporated into the core requirements of the Associate of Applied Science in Early Childhood Education degree.

Pierce Fort Steilacoom

Program Name: Language Interpreter

Primary Contact: Amy Allen   ametcalfe@pierce.ctc.edu

Program Summary: This certificate program prepares students to provide interpreting services for non-native English speakers. Proficiency in two-languages will be supplemented with specific coursework designed to teach effective communication from one language to another and to provide specific interpreting services primarily in government and agency-required areas such as health care and legal services. The program also focuses on roles and responsibilities, work environments, culture, protocols, and business and legal aspects of

interpreting services. Practical language interpreting labs and a practicum prepare
students to enter the workplace

Pierce Fort Steilacoom

Program Name: Integrated Business Technology Certificate

Primary Contact: Amy Allen ametcalfe@pierce.ctc.edu

Program Summary: The I-BEST Administrative Assistant program focuses on training to prepare students for clerical support positions as well as providing them with direct links in coursework to continue their education. Upon completion of the program, there are no skill gaps between I-BEST students and regular Integrated Business Technology Certificate students and the transition to the next degree or certificate should be seamless. All 34-certificate credits apply toward an Associate Degree in Administrative Assistant or International Business Assistant.

Program Name: Corrections/Protection Officer

Primary Contact: Amy Allen ametcalfe@pierce.ctc.edu

Program Summary: The Corrections/Protection Officer program consists of 20 Criminal Justice credits which lead directly into the Criminal Justice Certificate (40 credits). CJ 140 Corrections in America and CJ 252 Criminal Justice Work-Based Learning are both contained in the Corrections/Protection Officer program and in the CJ certificate. 10 elective credits also apply so students need only complete an additional 20 credits to earn the CJ Certificate.

Program Name: Early Childhood Education

Primary Contact: Amy Allen ametcalfe@pierce.ctc.edu

Program Summary: The focus of this project is to support a cohort of ESL/ABE students through an ECE program designed to work with young children as employees at cooperative and private nursery schools, Head Start centers, Early Childhood Education Assistance Programs and in programs for children with special needs. This project will prepare students for entry-level positions that provide experience and proven performance requirements for advancement into education career ladders.

Pierce Puyallup

Program Name: Increased Access to RN Education Resulting in Highly-Skilled Culturally

Primary Contact: Amy Allen ametcalfe@pierce.ctc.edu

Program Summary: The 180-hour Integrated CNA Certificate Program consists of two academic quarters in which both CNA classes are integrated with basic skills.

Program Name: Integrated Business Technology Certificate

Primary Contact: Amy Allen ametcalfe@pierce.ctc.edu

Program Summary: The I-BEST Administrative Assistant program focuses on training to prepare students for clerical support positions as well as providing them with direct links in coursework to continue their education. Upon completion of the program, there are no skill gaps between I-BEST students and regular Integrated Business Technology Certificate students and the transition to the next degree or certificate should be seamless. All 34-certificate credits apply toward an Associate Degree in Administrative Assistant or International Business Assistant.

Pierce Puyallup

Program Name: Language Interpreter

Primary Contact: Amy Allen   ametcalfe@pierce.ctc.edu

Program Summary: This certificate program prepares students to provide interpreting services for non-native English speakers. Proficiency in two-languages will be supplemented with specific coursework designed to teach effective communication from one language to another and to provide specific interpreting services primarily in government and agency-required areas such as health care and legal services. The program also focuses on roles and responsibilities, work environments, culture, protocols, and business and legal aspects of interpreting services. Practical language interpreting labs and a practicum prepare students to enter the workplace.

Renton

Program Name: I-BEST Licensed Practical Nursing

Primary Contact: John Chadwick   jchadwick@rtc.edu

Program Summary: Upon the completion of the 2-year I-BEST Licensed Practical Nursing program, students will graduate with an AAS and do not require any further developmental coursework. Graduates will have completed their CAN licensing, their LPN coursework, and prerequisites for Registered Nursing program.

Program Name: Pharmacy Technician

Primary Contact: John Chadwick   jchadwick@rtc.edu

Program Summary: The Pharmacy Technician is a one year program and will prepare students for completion of professional licensure and employment in both retail and hospital pharmacies.

Program Name: Early Childhood Careers (ECC)

Program Contact: Peggy Moe   pmoe@rtc.edu

Program Summary: The Early Childhood Careers program prepares students for the care and early education of young children. The I-BEST option of the Early Childhood Careers program offers students for whom English is their second language added support in language development and skills, allowing individuals a greater opportunity for success in a technical program.

Program Name: Paraeducator/Bilingual Assistant

Program Contact: Peggy Moe   pmoe@rtc.edu

Program Summary: The Paraeducator program prepares students with the skills needed to become an active member of the K-12 instructional team. The IBEST option of the Paraeducator program offers students for whom English is their second language added support in language development and skills, allowing individuals a greater opportunity for success in a technical program.

Program Name: Phlebotomy Technician

Program Contact: Heather Stephen-Selby   hstephen-selby@rtc.edu

Program Summary: This single quarter, seven credit program prepares the graduate to work as a member of a health care team as a Certified Phlebotomy Technician in the clinical lab setting. Program content includes the history of phlebotomy, introduction to the clinical laboratory, law and legal issues, medical terminology, various blood drawing techniques, communication and organizational skills, proper body mechanics, and infection control/ standard precautions.

Supervised clinical experience in a major hospital is included. Upon satisfactory completion of this program, the student is eligible to take a national board exam for qualification as a Certified Phlebotomy Technician.

Renton

Program Name: Central Service Technician

Primary Contact: Heather Stephen-Selby   hstephen-selby@rtc.edu

Program Summary: This single quarter, 11 credit program is designed to provide the training required to prepare students for Central Service Technician Certification. It can also be the student's first step towards a career in the healthcare field. Students gain knowledge of National and International standards for decontamination and sterilization. Students study the principles of microbiology with emphasis on decontamination, disinfection and sterilization, with an overview of medical terminology, fundamentals of human anatomy, proper care and handling of surgical instrumentation, basic surgical instrument identification, inventory control, distribution, purchasing, and healthcare trends. An internship at a local hospital is included in the program.

Program Name: Surgical Technologist

Primary Contact: Heather Stephen-Selby   hstephen-selby@rtc.edu

Program Summary: This 4 quarter, 80 credit program prepares the student for employment as a Surgical Technologist in an operating room and related areas. This is a four quarter full-time program that results in a Certificate of Completion for Surgical Technologist and an Associate of Applied Degree or an Associate of Applied Science Transfer Degree.

Program Name: Accounting Clerk

Primary Contact: Peggy Moe   pmoe@rtc.edu

Program Summary: The I-BEST Accounting Clerk program prepares intermediate to high level ESL and ABE students for entry level positions in the accounting industry. Positions include bookkeeping, accounting, and auditing clerks. Students take a total of 36 credits over three quarters while continuing their progress in Basic Skills. After completing the certificate, students have the option of continuing on into the Accounting Paraprofessional or Accounting Specialist programs with an AAS or AAS-T degree option.

Seattle Central

Program Name: Information Technology Application Support

Primary Contact: Alison Stevens   astevens@sccd.ctc.edu

Program Summary: The SCCC I-BEST Information Technology Applications Support program helps students meet the MIC 101 prerequisite and fulfills 8 credits of the 62-credit Information Technology Applications Support Certificate professional-technical program. Students who successfully complete the I-BEST program will be guaranteed space in the Applications Support Certificate program.

Program Name: Child Development Associate Certificate

Primary Contact: Andrea Samuels   asamuels@sccd.ctc.edu

Program Summary: The Child Development Associate Certificate in the Child and Family Studies Division at Seattle Central Community College prepares students for the care and early education of young children. It is designed to provide performance-based training, assessment, and credentialing of child care staff, home visitors, and family child care providers. In the 3-quarter I-BEST program students earn 15 credits towards an AAS or AAS-T degree in Social and Human Services, and have the option to earn the 20-hour S.T.A.R.S. certificate. Students will also receive help with work or practicum placement towards achieving the 480 hours of childcare experience needed for the CDA.

Seattle Central

Program Name:	I-BEST Nursing Assistant Certified
Primary Contact:	Andrea Samuels asamuels@sccd.ctc.edu

Program Summary: The I-BEST Nursing Assistant Certified (NAC) program is a two-quarter program with 12.5 college credits that will prepare students for the OBRA (Omnibus Budget Reconciliation Act) Nursing Assistant Certification Exam. Completers will gain valuable education and health care experience that will help them determine the next step on the healthcare careers pathway. In the 1st quarter students will take a Bridge to Health Careers class to prepare for the NAC course. The 2nd quarter is the NAC content material. I-BEST students will attend an additional 4 credits of an ESL/ ABE support course during the 2nd quarter. Graduates will have priority admission and have earned credits for several healthcare programs at Seattle Vocational Institute such as Phlebotomy, Medical Assistant, and Health Unit Coordinator, and Dental Assistant.

Program Name:	Computer Support Technician
Primary Contact:	Andrea Samuels asamuels@sccd.ctc.edu

Program Summary: This certificate will provide students with a basic understanding of hardware components in personal and portable computers and peripherals. Students will learn the structure and function of operating systems and develop the skills to install, configure and maintain them. Additionally, it gives students the background necessary to understand networking technologies and serves as an introduction for students who need a foundation in current networking technology for local area networks (LANs), wide area networks (WANs) and the Internet with an emphasis on user-support protocol and operations. Students will develop knowledge of software in order to trouble-shoot computing problems, and will design a career development strategy using field experience from an internship.

Seattle North

Program Name:	Accounting Office Assistant I & II Certificate
Primary Contact:	Gary Gorland ggorland@sccd.ctc.edu

Program Summary: The Accounting Office Assistant I (one quarter - 12 credits) and the Accounting Office Assistant II Certificates (one quarter - 12 credits) are designed to provide incremental foundational skill building that pathway into advanced Bookkeeping and Accounting certificates and degrees.

Program Name:	I-BEST Nursing Assistant Program
Primary Contact:	Sara Stapleton sstapleton@sccd.ctc.edu

Program Summary: The I-BEST Nursing Assistant Program provides specific education, training and on-site supervised clinical experience to prepare ESL students to sit for the Washington State Certification for Nursing Assistants. All students in the program will receive ESL, ABE faculty support while they complete the 96 hours of lecture, 32 hours of laboratory, and 33 hours of homework lab/study hall for a total of 12 credits. The program length is 11 weeks.

Program Name:	IT for Healthcare
Primary Contact:	Loretta Ryan Loretta.Ryan@sccd.ctc.edu

Program Summary: The IT for Healthcare One Year Achievement Certificate is 36-41 credits providing practical training to prepare ESL students for work in the healthcare field. This is a step in a three part career pathway in healthcare and technology focusing on medical

fundamentals, program management, statistics, and general informatics topics where students will receive support from ESL faculty while they complete course work.

Seattle North

Program Name:	Phlebotomist Certificate
Primary Contact:	Kim Chapman kchapman@sccd.ctc.edu
Program Summary:	The Phlebotomist Certificate at NSCC is a part-time, 12-credit, 2-quarter, I-BEST program funded by a Department Of Labor Community-based Job Training Grant to facilitate the entry of students into health care employment. A 120-hour externship is included in the second quarter.

Seattle South

Program Name:	CNA to LPN Pathway with Multiple Starting and Stopping Places
Primary Contact:	Malcolm Grothe MGrothe@sccd.ctc.edu
Program Summary:	SSCC's Certified Nursing Assistant I-BEST course covers a 12 credit, 220 hour curriculum in 11 weeks, 20 hours per week. The P/T instructor is present for the entire 220 hours and the Vocational ESL instructor is present for 110 hours of those 220 hours. The role of the VESL instructor is to provide supplemental instruction and activities that highlight the appropriate Washington Adult Learning Standards within the health care context and the parameters of the CNA curriculum. At the end of the program, students take the state certification exam to receive their CNA certificate. Students who complete the CNA certificate thereby achieve the credential required for admission to the LPN program. They also receive early notice and advising to assist them in transitioning to LPN if that is their desired career path. If they are ready to enter employment, they receive services from the campus WorkSource Center in addition to information and encouragement to continue their training at a future date.
Program Name:	General Services Technician
Primary Contact:	Malcolm Grothe mgrothe@sccd.ctc.edu
Program Summary:	The General Service Technician program is a 500-hour minimum program designed to meet NATEF (National Automotive Technicians Education Foundation) and ASE (National Institute for Automotive Service Excellence) standards. This 2-quarter program targets both ABE and ESL students. The program provides a foundation for transfer into degree programs for Automotive Technician, Autobody, and Diesel/Heavy Equipment.

Seattle Vocational Institute

Program Name:	Medical Laboratory Assistant/Phlebotomy Certificate
Primary Contact:	Andrea Samuels asamuels@sccd.ctc.edu
Program Summary:	The Medical Laboratory Assistant/ Phlebotomy Certificate at Seattle Vocational Institute is a full-time, 1-quarter, 300-360* clock hour I-BEST program to prepare students for the Certified Medical Laboratory Assistant, Phlebotomy Technician, Clinical Assistant, and Phlebotomy certification exams. A clinical experience is included in the program.

Shoreline

Program Name:	Automotive General Service Technician-ESL
Primary Contact:	Norma Goldstein ngoldste@shoreline.edu
Program Summary:	The Automotive General Service Technician ESL (3 quarters/45 credits) and ABE (2 quarters/45 credits) I-BEST programs are articulated with advanced career path programs in the College's existing factory sponsored programs: Toyota, Honda, General Motors, Daimler Chrysler, and Volvo.

Shoreline

Program Name:	Automotive General Service Technician-ABE
Primary Contact:	Norma Goldstein ngoldste@shoreline.edu
Program Summary:	The Automotive General Service Technician ESL (3 quarters/45 credits) and ABE (2 quarters/45 credits) I-BEST programs are articulated with advanced career path programs in the College's existing factory sponsored programs: Toyota, Honda, General Motors, Daimler Chrysler, and Volvo.

Program Name:	CNC Machinist
Program Contact:	William Sperling wsperling@shoreline.edu
Program Summary:	The CNC Machinist – Certificate in Proficiency is a three-quarter program that provides students with the manufacturing skills necessary to enter the workforce as a Computer Numerical Control Machinist. Instruction covers programming and basic set-up plus operation of CNC machines, blueprint reading, shop mathematics, and machine tool theory. Students gain hands- on experience in the production and machining of industry parts as well as use and care of the measuring devices used in this profession. Although the majority of students will continue through the three quarters, the first quarter prepares students to gain employment in entry-level manufacturing – specifically as assemblers.

Program Name:	Bilingual Office Assistant
Program Contact:	William Sperling wsperling@shoreline.edu
Program Summary:	This program has been developed by Business Technology and ESL faculty. It will be a two quarter program with a total of 19 I-BEST credits and an additional 5 – 10 ESL credits. Faculty have designed a program that covers essential business technology skills while also focusing on communication skills in the workplace – an area constantly emphasized by employers through our advisory committees. We are intentionally marketing the program as "bilingual" because we want ESL speakers to more fully understand that having two or more languages is of great benefit in today's workplace. As we help completers find employment, we will focus on those businesses and organizations that interact regularly with speakers of other languages: schools, government office, hospitals, and CBOs.

Program Name:	Nursing Assistant Certified
Program Contact:	William Sperling wsperling@shoreline.edu
Program Summary:	The Shoreline Community College I-BEST NAC program is a one quarter, 15 credit intensive job training program designed to prepare primarily limited English proficient student for immediate entry into the health care profession while at the same time providing a clear pathway for preparation for health care positions requiring more extensive preparation. The program consists of 160 hours of didactic lecture classes that integrate ESL and basic skills, 32 hours of nursing skills laboratory, and 63 hours of clinical externship experience. In addition the program also includes 55 hours of supplemental ESL/Basic Skills designed to review and reinforce the medical terminology, math, and writing skills required of the core program.

Skagit Valley

Program Name:	Early Childhood Education Certificate
Primary Contact:	Jennifer Sadouk Jennifer.Sadouk@skagit.edu
Program Summary:	The one year or 45 credits Early Childhood Education certificate will prepare students for employment and advancement for both in demand positions of childcare worker and teacher assistant. The Early Childhood Education certificate is incorporated as part of the core requirements of the Associate of Technical Arts in Early Childhood Education and all 45 credits articulate directly into the 90-credit ATA degree curriculum.

Skagit Valley

Program Name:	Light Maintenance Technician Certificate
Program Contact:	Jennifer Sadouk Jennifer.Sadouk@skagit.edu

Program Summary: The Light Maintenance Technician certificate is a 14 credit, two quarter program in basic automotive maintenance theory and skills. It provides for advanced standing and entry into the ATA Automotive degree program for ESL/ABE students, as well as employable skills in such light maintenance areas as tires, lube/oil, and general service.

Program Name:	Patient Registration Representative
Primary Contact:	Jennifer Sadouk Jennifer.Sadouk@skagit.edu

Program Summary: The Patient Registration Representative Certificate is a 3 quarter, 18 credit program that provides low level entry points for ABE and ESL students into Allied Health careers pathways. The program includes multiple entry/exit points to employment or to further training in Allied Health careers. Upon completion of the certificate, students will be prepared for job in clinics and hospitals as patient registration specialists/representatives or medical receptionists and will be better prepared for success in college Medical Assisting or Nursing programs.

Program Name	Welding I-BEST
Primary Contact:	Jennifer Sadouk Jennifer.Sadouk@skagit.edu

Program Summary: The SVC Welding I-BEST includes ABE/ESL instruction for levels 4 and up to prepare in a 275 hour, multiple micro certificate program allowing students to exit for employment in high wage, high demand employment or to continue on to an ATA degree in Welding.

South Puget Sound

Program Name:	Customer Service Specialist
Primary Contact:	Crystal Ashley cashley@spscc.ctc.edu

Program Summary: The Customer Service Specialist Certificate (36 credits) will prepare students for entry-level employment and advancement in high wage, high demand office careers. It also provides a pathway for a certificate as an Office Assistant, a 62-credit core study, leading to four different ATA degrees at SPSCC. It's a 3-quarter, full-time sequential program open to intermediate-to-advanced level ABE students.

Program Name:	Beginning Automotive Technician Certificate
Primary Contact:	Crystal Ashley cashley@spscc.ctc.edu

Program Summary: This 37-credit certificate will prepare students for entry-level employment and advancement in automotive careers as technicians in basic electrical, suspension, steering and brakes. It also provides a pathway for more advanced certificates as tune-up, electrical, air-conditioning, chassis and engine performance technicians. It's a 2-quarter, full-time sequential program open to intermediate-to-advanced level ABE and ESL students.

Program Name:	Horticulture Sustainable Plant Production
Program Contact:	Crystal Ashley cashley@spscc.ctc.edu

Program Summary: The Horticulture Sustainable Plant Production certificate program is three quarters long, and requires 44 credits. Graduates with this certificate will have skills in plant classification, anatomy, development and reproduction, soils and plant nutrition, pruning, integrated pest management, plant propagation, irrigation, plant production and marketing. The program focuses on sustainable practices that conserve and protect

limited resources. Students will be fully trained to obtain either entry-level employment in the industry, or to start a business.

Spokane

Program Name:	Professional Business Technology
Primary Contact:	Jenni Martin jmartin@iel.spokane.edu
Program Summary:	The is a one-quarter program to familiarize students with the basic skills needed for entry-level office positions. Students are prepared to greet customers, make and receive telephone calls, key business documents, maintain files, and perform general office duties as assigned.
Program Name:	Social Services Technician
Primary Contact:	Geri Swope gswope@iel.spokane.edu
Program Summary:	This is a fifteen credit, one-quarter program that familiarizes students with the basic skills needed for entry-level Human Service positions as Home Health Aides, Caregivers and Personal and Home Care Aides positions. Completion of this certificate will allow 1) Students to develop basic activities for adults in residential care, 2) Serve as support staff for adults with a mental illness or dementia diagnosis in residential care and 3) Students are prepared to document basic case notes of observation and service.
Program Name:	Clerical Assistant I-BEST
Primary Contact:	Christy Doyle cdoyle@scc.spokane.edu
Program Summary:	This a two-quarter program where students learn general office skills needed for entry-level office positions. Students may select one of three "tracks" in the second quarter. The first track will offer an introduction to the medical office, the second track an introduction to the legal office, and the third track an introduction to the administrative office. The medical or legal track will be offered on a rotating basis with the administrative track being offered on an ongoing basis.
Program Name:	Automotive Technology
Primary Contact:	Christy Doyle cdoyle@scc.spokane.edu
Program Summary:	The Automotive Technology certificate program will provide students with up-to-date training. This 17 credit, one-quarter program will prepare students for entry-level work in the Automotive Technology field including dealerships, independent garages, fleet shops, service stations and specialty shops which cover areas such as tune-ups and brakes. Students may continue after completion of the I-BEST program to seek a degree in Automotive Technology AAS or Certificate program.

Tacoma

Program Name:	Accounting Office Associate Certificate
Primary Contact:	Kim Ward kward@tacomacc.edu
Program Summary:	The Automated Accounting Certificate Program structure is progressive, leading to five levels of achievement for increasing levels of job responsibility. Students who complete the Accounting Office Associate Certificate will have the option to continue on for an additional certificate, Computerized Accounting Certificate.
Program Name:	Corrections Worker Certificate
Primary Contact:	Kim Ward kward@tacomacc.edu
Program Summary:	This four quarter program prepares individuals for entry level employment as corrections workers. Students will begin in a civilian version of the Corrections Worker Core Training

program, taught by experienced corrections officers. This program includes core training in corrections as well as a practical internship to give students hands on work experience and on the job training.

Tacoma

Program Name:	Early Childhood Development Specialist
Primary Contact:	Kim Ward	kward@tacomacc.edu

Program Summary: This program includes 14 credits leading to the one year Paraeducator certificate or the two year degree program in Early Childhood Education.

Program Name:	Case Aide Certificate
Program Contact	Kim Ward	kward@tacomacc.edu

Program Summary: This is a three quarter program consisting of 5 professional/technical credits each quarter, fall, winter, and spring. Students will earn a Case Aide Certificate that could ladder to the two year Human Services Degree. Our target population is both ABE/GED and ESL students.

Program Name:	Medical Office Clerk
Program Contact	Kim Ward	kward@tacomacc.edu

Program Summary: This is a three quarter program consisting of 19 professional/technical credits. This certificate prepares students to be employable as entry-level medical office clerks. Typical duties might include answering phones, greeting clients, typing, making appointments and filing.

Program Name:	Transportation and Secure Logistics
Program Contact:	Kim Ward	kward@tacomacc.edu

Program Summary: This four quarter, 21 college-credit program provides an overview of the Logistics industry, with a focus on the technology needed to make the transportation of goods more efficient and secure. Students will be introduced to GIS and RFID technology as part of their training.

Walla Walla

Program Name:	Pre-Nursing Assistant and Nursing Assistant
Primary Contact:	Marleen Ramsey	marleen.ramsey@wwcc.edu

Program Summary: The Pre-nursing Assistant integrated program is a 6 credit course (70 contact hours) for 11 weeks leading to the Fundamentals of Caregiving Certificate. The target population is made up of ESL/ABE/GED students. Students who may test above ABE/ESL but lack basic skills or English language ability may choose to attend this intensive model on a space available basis. The Nursing Assistant program is a 7 credit course (130 contact hours) for 11 weeks leading to a Nursing Assistant Certificate.

Program Name:	Correction and Law Enforcement
Program Contact:	Marleen Ramsey	marleen.ramsey@wwcc.edu

Program Summary: The IBEST Corrections and Law Enforcement certificate program will prepare Adult Basic Education and English as a Second Language students to enter the CORR Training (required by the Washington State Department of Corrections) to become a Corrections and Custody Officer. Student may also elect to further their education and receive a one-year certificate and/or two-year AAAS degree in Corrections Professional.

Walla Walla

Program Name: Early Childhood Education

Program Contact: Marleen Ramsey   marleen.ramsey@wwcc.edu

Program Summary: This IBEST project supports ESL/ABE students through an Early Childhood Education program. The participants work with young children as employees at day care centers, cooperative and private nursery schools, Head Start Centers, and in educational programs for young children with special needs. At the present time, 45 of the 97 credits within the AAAS in Early Childhood Education are eligible for I-BEST support. The program prepares students for entry-level positions in child care facilities as part of a long-term professional pathway in education. This pathway allows for several start-stop and reentry points giving participants increased levels of employment at each stop out point. The first 12 credits count toward a Child Development Associate (CDA).

Program Name: Watershed Ecology

Program Contact: Marleen Ramsey   marleen.ramsey@wwcc.edu

Program Summary: This one-year certificate is 3 quarters in length with a total of 45 credits of Watershed Ecology. Students in the IBEST Watershed Ecology program will gain the technical skills needed in planning, developing, managing, and evaluating projects designed to protect and regulate natural habitats and natural resources. Coursework will also support the skills necessary to analyze soil, plant, and water relationships as well as understand water relationships to environment, economic, and sociological impacts to communities. This IBEST program helps prepare students for entry-level positions as biological technicians and/or environmental technicians. Students attending full-time can complete the certificate in one year and the AAAS degree in two years.

Wenatchee Valley

Program Name: Early Childhood Education I-BEST Program

Primary Contact: Hugh Vibbert   hvibbert@wvc.edu

Program Summary: Program integrates ABE/ESL instruction with workforce training in ECE. Students successfully completing the 20-credit program will be able to test for the national Child Development Associate (CDA) credential and enter the workforce as a skilled worker. Sixteen of the 20 credits articulate directly into the 90-credit ECE ATS degree at Wenatchee Valley College.

Whatcom

Program Name: Accounting Support Specialist Training Endorsement

Primary Contact: Terry Cox   tcox@whatcom.ctc.edu

Program Summary: The Business I-BEST provides a pathway into several possible 45 credit certificates, which also feed into the two year business degree. Starting with just two quarters and fifteen credits, students can get a start on a business or accounting career.

Program Name: Medical Front Office Reception Certificate

Primary Contact: Terry Cox   tcox@whatcom.ctc.edu

Program Summary: As part of the I-BEST project, the Medical Front Office Reception certificate is being adapted to include basic skills instruction in 23 of the 45 credits.

Whatcom

Program Name:	Nursing Assistant
Primary Contact:	Linda Maier	lmaier@whatcom.ctc.edu

Program Summary: This course prepares students to take the state Nursing Assistant Certification exam. The course is 8 college credits, includes 55 lecture hours and 66 lab hours; plus an additional support course of 33 hours (3 credits) of ABE. ABE hours will focus on reading comprehension of the NAC text, writing learning summaries, and increasing speaking and listening skills. This course is a foundational course for the Health Unit Coordinator Program of 48 credits and is a great first step toward that goal.

Yakima Valley

Program Name: Business Technology

Primary Contact: Kerrie Abb   krabb@yvcc.edu

Program Summary: A two quarter Business Technology (BTECH) program, targeting ABE and transitional ESL students. Students will earn 18 college credits in Business Technology and 16 credits of ABE. At the conclusion of the program, students will have earned an Office Skills I Certificate and then may go on into the Business Technology program with 7 earned credits toward an associate's degree.

Program Name: Nursing Assistant Certified

Primary Contact: Kerrie Abb   krabb@yvcc.edu

Program Summary: A ten week Nursing Assistant Certified (NAC) program, targeting ABE and transitional ESL students. Students will earn 14 college credits in NAC and 6 credits of ABE. ABE hours will focus on reading comprehension of the NAC text, writing learning summaries, and preparing for the college COMPASS test.

Program Name: Child Development Associate

Program Contact: Kerrie Abb   krabb@yvcc.edu

Program Summary: A 15 week Child Development Associate (CDA) program, targeting ABE and transitional ESL students. Students will earn 10 college credits in CDA and 8 credits of ABE. ABE hours will focus on reading comprehension of the CDA text, writing competency statements for the CDA portfolio, and math preparation for the GED or the college COMPASS test.

State Board for Community and Technical Colleges
Approved I-BEST Program Summaries

College	Number of Programs Offered	Percent of Total Programs Offered
Bates Technical College	2	1%
Bellevue Community College	3	2%
Bellingham Technical College	8	5%
Big Bend Community College	4	3%
Cascadia Community College	3	2%
Centralia Community College	3	2%
Clark Community College	4	3%
Clover Park Technical College	4	3%
Columbia Basin Community College	9	6%
Edmonds Community College	6	4%
Everett Community College	4	3%
Grays Harbor Community College	6	4%
Green River Community College	8	5%
Highline Community College	9	6%
Lake Washington Technical College	6	4%
Lower Columbia Community College	4	3%
Olympic Community College	4	3%
Peninsula Community College	7	5%
Pierce Fort Steilacoom Community College	4	3%
Pierce Puyallup Community College	3	2%
Renton Technical College	8	5%
Seattle Central Community College	4	3%
Seattle North Community College	4	3%
Seattle South Community College	2	1%
Seattle Vocational College	1	1%
Shoreline Community College	5	3%
Skagit Valley Community College	4	3%
South Puget Sound Community College	3	2%
Spokane Community College	2	1%
Spokane Falls Community College	2	1%
Tacoma Community College	6	4%
Walla Walla Community College	4	3%
Wenatchee Valley Community College	1	1%
Whatcom Community College	3	2%
Yakima Valley Community College	3	2%

Total Number of Programs   **153**

For additional information about our community & technical colleges, please visit our Web site at
http://www.sbctc.ctc.edu/college/e_integratedbasiceducationandskillstraining.aspx

For additional I-BEST resources, please visit our Web site at
http://www.sbctc.ctc.edu/college/e_integratedbasiceducationandskillstraining.aspx